



2015 LAKE TAHOE LICENSE PLATE PROGRAM GRANT PROPOSAL REQUIREMENTS

Please refer to the 2015 Lake Tahoe License Plate Program Grant Guidelines for further regulations, definitions, requirements, grant approval processes, matching fund requirements and acceptable/unacceptable uses of grant money. Funds can be provided for programs such as (but not limited to) implementing projects to improve the environment (ex: water quality improvements, recreation features, etc.), educational programs, research and monitoring.

Please note: Proposals including the implementation of construction projects listed on the TRPA 5-year EIP list will be prioritized this funding round.

- **SEE TABLE 1 FOR EDUCATION PROGRAMS & ENVIRONMENTAL IMPROVEMENT PROJECT PROGRAM REQUIREMENTS**
- **SEE TABLE 2 FOR RESEARCH & MONITORING PROJECT PROPOSAL REQUIREMENTS**
- **SEE ATTACHMENT A FOR EXAMPLE BUDGET FORMS**

Table 1: Proposal Submittal Requirements for Education Programs & Implementation Projects to Improve the Environment

Implementation of education programs and of projects to improve the environment shall include the following information, without limitation:

Item and Content	Length/Form at
<u>I. Completed Application (Form provided by the Division)</u>	1 page
<u>II. Proposal Narrative</u> <ol style="list-style-type: none"> a. A detailed description of the program or project; b. Deliverables/products; c. An estimated time schedule for completion of each project deliverable and the overall program or project; d. If applicable, proof of any title to land, lease or easement that is required for carrying out the program; e. If applicable, a plan for the operation and maintenance of the project for a period of at least 20 years. f. A detailed description of how the project or program will contribute to the preservation and restoration of the natural environment of the Lake Tahoe Basin; g. If applicable, documentation should be submitted that demonstrates the applicant's ability to obtain local, state and federal permits for the project. 	7 pages

h. Acknowledgement that NDSL may submit final reports for a technical review upon completion. Please note, the Division will make final reports available to the public upon termination of the agreement regardless of publishing status.	
<u>III. Figures (If Applicable)</u> a. A map of the project location; b. Preliminary or conceptual design drawings; c. Schematics; (Please note, any figures included in the Proposal Narrative will be counted as part of the page limit for Section II.)	A maximum of 6 pages are permitted.
<u>IV. Budget (Form provided by the Division)</u> a. The amount of money requested for the program or project; b. The total projected cost of the program or project; c. If applicable, sources of matching funds and a statement regarding if matching funds have been secured; d. An itemized list (detailed) of program or project costs, including any subcontracts or equipment needs for individual project deliverables; e. Where applicable, the budget must include line items to complete draft and final project reports. Payments for draft and final project reports shall not be made until satisfactory completion of each report. f. Travel reimbursements shall be made based on the State of Nevada approved reimbursement rates and regulations and will be based on actual miles traveled for the project. g. The budget should list the position title and base salary rate for individuals who will work on the project. In addition, salaries should contain a breakdown of the estimated number of hours that each position will perform for each task.	Up to 1 page for each year of requested funding. For multi-year projects, also include a budget with cost breakdown for each year of the project.

Table 2: Proposal Submittal Requirements for Research & Monitoring Projects

For research and monitoring projects, please use the format instructions found below. Research and monitoring proposals which do not follow this format will not be considered for funding due to the independent technical peer review process.

Item and Content	Length/ Format
<u>I. Completed Application (Form provided by the Division)</u>	1 page
<u>II. Proposal Narrative</u>	7 pages

<ul style="list-style-type: none"> a. A detailed description of the program or project; b. Justification statement; c. Background/problem statement; d. Goals, objective(s), and statement of hypotheses to be tested (if applicable); e. Approach, methodology, and geographic location of research; f. Deliverables/products; g. A detailed schedule of events/reporting and deliverables. h. If applicable, proof of any title to land, lease or easement that is required for carrying out the program; i. If applicable, a plan for the operation and maintenance of the project for a period of at least 20 years. j. A detailed description of how the project or program will contribute to the preservation and restoration of the natural environment of the Lake Tahoe Basin; k. If applicable, documentation should be submitted that demonstrates the applicant's ability to obtain local, state and federal permits for the project. l. Projects that include data collection are expected to employ experimental designs that maximize the likelihood that resulting information can be used directly to guide future land and resource management. Data collection design and techniques should be described in the proposal. m. If applicable, a discussion should be provided that identifies how the project provides resource management data applicable to the Nevada side of the Tahoe Basin in cases where project components are geographically located outside the Nevada Tahoe borders. n. If applicable, explain relationships between the proposed research or monitoring project and previous research and monitoring projects. Be sure to include specifics on other research or monitoring referred to in your proposal as technical peer reviewers may not have local knowledge of these studies. o. If applicable, please demonstrate that the research or monitoring proposal is consistent with desired conditions and regional status and monitoring programs identified by the TRPA Regional Plan update. p. If applicable, please identify that management agency representatives will be included on project monitoring or research teams. q. Acknowledgement that NDSL may submit final reports for a technical review upon completion. Please note, the Division will make final reports available to the public upon termination of the agreement regardless of publishing status. 	
<p><u>III. Figures (If applicable)</u></p> <ul style="list-style-type: none"> a. A map of the project location; b. Preliminary or conceptual design drawings; c. Schematics; 	<p>A maximum of 6 pages are permitted.</p>

<p>d. Sample model outputs.</p> <p>(Please note, any figures included in the Proposal Narrative will be counted as part of the page limit for Section II.)</p>	
<p><u>IV. Budget (Form provided by the Division)</u></p> <p>h. The amount of money requested for the program or project;</p> <p>i. The total projected cost of the program or project;</p> <p>j. If applicable, sources of matching funds and a statement regarding if matching funds have been secured;</p> <p>k. An itemized list of the costs of the program or project, including any subcontracts, in accordance with the descriptions of work;</p> <p>l. Where applicable, the budget must include line items to complete draft and final project reports. Payments for draft and final project reports shall not be made until satisfactory completion of each report.</p> <p>m. Travel reimbursements shall be made based on the State of Nevada approved reimbursement rates.</p> <p>n. The budget should list the position title and base salary rate for individuals who will work on the project. In addition, salaries should contain a breakdown of the estimated number of hours that each position will perform for each task.</p> <p>o. All proposals which include monitoring or research will include a budget line item to present project outcomes at a Lake Tahoe Interagency Monitoring Program (LTIMP) meeting.</p>	<p>Up to 1 page for each year of requested funding. For multi-year projects, also include a budget with cost breakdown for each year of the project.</p>
<p><u>V. Abbreviated CV(s) for Principal Investigator(s)</u></p> <p>If applicable, please include names, institutions, and abbreviated CV(s) (curriculum vitae) or resumes for the investigator(s) including a list of relevant publications and reports which will be used for evaluating the capabilities of the investigator(s) to successfully complete the proposed project).</p>	<p>No more than 2 pages each</p>

ATTACHMENT A

SAMPLE BUDGET FORMS

Indirect Cost Option

LTLF Grant Agreement Number YR-XX								
INDIRECT COST* OPTION SAMPLE BUDGET								
Applicant: <u>(Grantee)</u>		Indirect Cost Rate (IDC)**: 10%						
Project: <u>(Project Name)</u>								
To be filled out by Applicant								
WORK CATEGORY (ex. Labor, professional services, travel, consultant, subcontractor, Equipment cost)	TASK DESCRIPTION	LABOR (including fringe and benefits)				TOTAL	NDSL SHARE	LOCAL SHARE
		TITLE	HOURS	RATE	IDC**			
Task 1	Planning							
Professional	Project Management	Envir. Scientist II	150	\$46.50	\$4.60	\$7,129.60	\$3,564.80	\$3,564.80
Professional	Project Management and coordination	Staff Engineer	40	\$64.00	\$6.40	\$2,816.00		\$2,816.00
	Percent of total project	9%				\$9,945.60	\$3,564.80	\$6,380.80
Task 2	Design							
Consultant	75% Design					\$7,500.00	\$7,500.00	
Consultant	100% Design					\$7,000.00	\$7,000.00	
Professional	75% Design	Staff Engineer	75	\$64.00	\$6.40	\$5,280.00		\$5,280.00
Professional	100 % Design	Envir. Scientist II	40	\$46.50	\$4.65	\$2,046.00		\$2,046.00
Travel	Mileage					\$150.00	\$150.00	
	Percent of total project	19%			Task total	\$21,976.00	\$14,500.00	\$7,326.00
Task 3	Implementation							
Subcontractor	Site Clearing					\$10,000.00		\$10,000.00
Subcontractor	Grading					\$10,000.00		\$10,000.00
Subcontractor	Improvements					\$50,000.00	\$50,000.00	
Professional	Inspection	Staff Engineer	100	\$64.00	\$6.40	\$7,040.00	\$7,040.00	
Professional	Project Management	Envir. Scientist II	50	\$46.50	\$4.65	\$2,557.50	\$2,557.50	
Travel	Mileage					\$200.00		\$200.00
	Percent of total project	69%			Task total	\$79,797.50	\$59,597.50	\$20,200.00
Task 4	Project Close Out							
Professional	Review and Final Report	Staff Engineer	20	\$64.00	\$6.40	\$1,308.00	\$1,308.00	
Professional	Review and Final Report	Envir. Scientist II	30	\$46.50	\$4.65	\$1,534.50	\$1,534.50	
Professional	GIS mapping	GIS specialist	20	\$40.00	\$4.00	\$880.00		\$880.00
	Percent of total project	3%			Task total	\$3,722.50	\$2,842.50	\$880.00
TOTALS						\$115,441.60	\$80,504.80	\$34,786.80
Funding %							69.74%	30.13%

**use federally approved rate or provide sufficient back-up documentation to support proposed IDC

5% Administration Fee Option

LTLP Grant Agreement Number YR-XX							
5% ADMINISTRATION FEE ** OPTION SAMPLE BUDGET							
Applicant:		(Grantee)					
Project:		(Project Name)					
To be filled out by Applicant							
WORK CATEGORY (ex. Labor, professional services, travel, consultant, subcontractor, equipment cost)	TASK DESCRIPTION	TITLE	LABOR		TOTAL	NDSL SHARE	LOCAL SHARE
			HOURS	RATE			
Task 1 Planning							
Professional	Project Management & coordination	Envir. Scientist II	150	\$46.50	\$6,975.00	\$3,487.50	\$3,487.50
Professional	Project Management	Staff Engineer	40	\$64.00	\$2,560.00		\$2,560.00
Percent of total project			8%		\$9,535.00	\$3,487.50	\$6,047.50
Task 2 Design							
Consultant	75% Design				\$7,500.00	\$7,500.00	
Consultant	100% Design				\$7,000.00	\$7,000.00	
Professional	75% Design	Staff Engineer	75	\$64.00	\$4,800.00		\$4,800.00
Professional	100 % Design	Envir. Scientist II	40	\$46.50	\$1,860.00		\$1,860.00
Travel	Mileage				\$150.00	\$150.00	
Percent of total project			18%	Task total	\$21,310.00	\$14,600.00	\$6,660.00
Task 3 Implementation							
Subcontractor	Site Clearing				\$10,000.00		\$10,000.00
Subcontractor	Grading				\$10,000.00		\$10,000.00
Subcontractor	Improvements				\$50,000.00	\$50,000.00	
Professional	Inspection	Staff Engineer	100	\$64.00	\$6,400.00	\$6,400.00	
Professional	Project Management	Envir. Scientist II	50	\$46.50	\$2,325.00	\$2,325.00	
Travel	Mileage				\$200.00		\$200.00
Percent of total project			67%	Task total	\$78,925.00	\$68,726.00	\$20,200.00
Task 4 Project Close Out							
Professional	Review and Final Report	Staff Engineer	20	\$64.00	\$1,308.00	\$654.00	\$654.00
Professional	Review and Final Report	Envir. Scientist II	30	\$46.50	\$1,395.00	\$697.50	\$697.50
Professional	GIS mapping	GIS specialist	20	\$40.00	\$800.00		\$800.00
Percent of total project			3%	Task total	\$3,503.00	\$1,351.50	\$2,151.50
Project Cost						\$78,084.00	\$35,059.00
Administration Fee (5%)						\$3,903.20	N/A
TOTAL						\$81,987.20	\$35,059.00
Funding %						70.04%	28.96%
						TOTAL PROJECT COST	
						\$117,028.20	

**Admin Fee may only apply to NDSL funded expenses

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